

than once during the same processing day, an online message is displayed stating that the Generate FFY has already been requested.

Successful **G**enerate transactions update the appropriate tables during the CALSTARS nightly process. **G**enerate transactions that do not pass all edits are not added to the tables; they are displayed on that day's activity report with their corresponding error messages.

P=Print Table

The **P**rint Table function provides agencies the option of generating an electronic report file of the table's listing report and/or printing the report through the Print/Report File Selection pop-up screen.

Key a **P** in the F action column on the maintenance screen, and press **Enter** to display the Print/Report File Selection pop-up screen. If a FFY is displayed on the FFY Maintenance screen when **Enter** is pressed, the FFY is displayed on the Print/Report File Selection pop-up screen. If the FFY field is blank when Enter is pressed, the FFY is not displayed on the screen.

An example of the pop-up screen (Index Code) is shown below.

```
Print/Report File Selection
Index Code (IC) Table

____ Enter FFY or leave blank for entire table

_ Enter Destination:
  F=Report File only
    Report File: CS9990.CSI920-2.TBL-IC.IQ.D2050308.T1039394
  P=Printer Output and Report File
    Printer ID : CTP2      Report Class: Z      Report ID: ITBL
    Report File: CS9990.CSI920-2.TBL-IC.IQ.D2050308.T1039394
  O=Printer Output after Overnight Processing
    Printer ID : CTP2      Report Class: A      Report ID: TBLE

Press Enter to submit the request, or press PF2 to cancel
```

NOTE: If a FFY is displayed on the pop-up screen, only records for the specified FFY are selected. If the FFY field is blank, the entire table (all FFYs) is selected.

Key one of the following 3 options in the Destination field on the pop-up screen:

F – Immediately generates an electronic report file of the table's listing report

P – Immediately generates an electronic report file of the table's listing report and ROPES the listing report to an agency printer

- – ROPES the table's listing report, including the current day's table maintenance, to an agency printer after overnight processing is complete

When **Enter** is pressed, a confirmation message is displayed at the bottom of the screen. Use **F2** to return to the previous screen.

Note: The Print Output Destination is maintained by CALSTARS staff. To request a change, send an e-mail to calstars@dof.ca.gov. Include 'Report Routing' in the subject line.

R=Recall Maintenance/Print

The Recall function is used to recall overnight table maintenance before it is initiated.

Key an **R** in the F action field, and press **Enter** to display the Recall Overnight Maintenance/Print Request pop-up screen. The FFY must be blank when **Enter** is pressed.

An example of the pop-up screen (Index Code) is shown below.

```
Recall Overnight Maintenance/Print Request
Index Code (IC) Table

Select one or more with a 'Y':

- Remove the request to Delete FFY 2002
- Remove the request to Generate FFY 2006
- Remove the request to Print FFY 2007
*** End of Data ***

Press Enter to remove the request(s).
PF2          PF7  PF8
Retrn        Bkwr  Frwr
```

Key a **Y** in the field to the left of the desired maintenance or print request(s), and press **Enter** to remove the request(s). A confirmation message is displayed at the bottom of the screen.

X=Delete FFY

The **X=Delete FFY** function initiates the deletion of all table records for a specified FFY during overnight processing. This function is only available through the FFY Maintenance screen.

If a FFY is displayed on the Entry or List screen before **Enter** is pressed, the FFY is displayed on the pop-up screen. If the FFY field is blank when Enter is pressed, it is necessary to key the FFY.

Key **X** in the F action column on the FFY Maintenance screen, the FFY in the FFY field if necessary, and press **Enter**. The Action Confirmation pop-up screen (Index Code) is displayed as shown below.

<p style="text-align: center;">A C T I O N C O N F I R M A T I O N</p> <p style="text-align: center;">Delete all Index Code records for 2005</p> <p style="text-align: center;">Press PF4 to confirm; PF2 to cancel</p>

If **F4** is selected, **all** table records for the selected FFY will be deleted during the next overnight processing cycle.

If **F2** is selected, the Delete FFY maintenance is cancelled.

A message confirming that the table FFY maintenance was accepted or that the Delete function was cancelled is displayed at the bottom of the screen.

Note: Function X cannot be used for the current, prior or prior-prior fiscal years. If an attempt is made to delete the current, prior or prior-prior FFY, an error message is displayed at the bottom of the screen.

FUNCTION (F) KEYS

The program function keys are used for online help, for efficient navigation to various online screens, and for clearing the screen. The following F keys are available for the FFY Maintenance/pop-up screens:

F1=Help

General text information is available when the cursor is placed on the screen and **F1** is pressed.

F2=Retrn

Exits the present activity and displays the prior or higher order menu or screen. All data entered on the screen, but not accepted before exiting, is lost.

F3=Quit

Exits the present activity in preparation for CALSTARS logoff. An action confirmation pop-up screen will display to confirm the **Quit** action. Data entered on the screen, but not accepted for processing, remains on the screen if **F2** (resume) is selected. When **F3** is selected, the CALSTARS logoff is initiated. All data entered on the screen, but not accepted for processing, is lost.

F7=Bkwrđ (Backward)

Go to the previous (page of records).

F8=Frwrđ (Forward)

Go to the next (page of records).

F9=Clear

Erases all keyed fields.

F12=Main

Go to the CALSTARS main menu. All data entered on the screen, but not accepted for processing, is lost.